

## **CITY OF BURBANK**

### **SENIOR REAL ESTATE AGENT**

#### **DEFINITION**

Under direction, supervises and works with a group of employees engaged in negotiating with owners for purchase, sale, or lease of property; appraises property where difficult problems are encountered and reviews staff appraisal reports; to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises, trains, and works with employees engaged in the management of real property; negotiates with owners and/or agents for the acquisition by purchase or voluntary dedication of real property, property rights, rights of way and easements required by the City or Redevelopment Agency; appraises property for public acquisition including reporting on property involved in litigation and condemnation proceedings; approves correspondence and documents prepared by subordinates; recommends procedures for acquiring property; secures execution of necessary legal instruments; approves property descriptions for use in deeds and resolutions; prepares and maintains maps; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - legal provisions and instruments in real estate transactions, commercial law, California State laws relative to real estate transactions, property values, subdivision procedures, public works engineering, appraisal techniques, and procedures.
- Ability to - negotiate for acquisition of real property; read and prepare maps and diagrams showing real property; deal tactfully, effectively, and fairly with the public and write reports and letters; establish and maintain effective working relationships with supervisors, subordinates, fellow employees, and the public.

**Education/Training:** Graduation from an accredited college and four years' experience in negotiating for acquisition or sale, managing and appraising real estate. NOTE: Required qualifying experience may be substituted for education on a year-for-year basis.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.